

SDE 1.1 Excel Template File Instructions

The Template file will allow you to open, edit and save a copy of the SDE 1.1 form without affecting the original file, the original file will be blank and ready for the next time you use it. Please follow the instructions below to save the file.

Save the file (as a template) in the template folder where Microsoft Office or Excel is installed. You will be saving the template file to a directory similar to the ones below:

C:\Program Files\Microsoft Office\Templates or

C:\Documents and Settings\[**user name**]\Application Data\Microsoft\Templates

Once the file has been saved open Excel, choose the file menu and choose New, the SDE 1.1 template should be in with the other template files. Choose it and click ok. A blank copy of the template file will be opened for you to use. At this point you may use the file and save it. You will be automatically prompted to give the file a new name when you click save. If you need to do another report choose New under the file menu in Excel, choose the SDE 1.1 file template and click ok.